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**Application Requirements Checklist**

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**New Construction and Substantial Rehabilitation -  
Sections 221(d)(3), 221(d)(4), and 220****4A****I. PRE-APPLICATION****A. Exhibits Required for the Pre-application Review**

1. Narrative Description of Proposed Project.
2. Form HUD-92013, "Application for Multifamily Housing Project," including developer's summary cost figures.
3. Market Study. (See Chapter 7 and Appendix.)
4. A limited appraisal with comparable revenues and expenses (Forms HUD-92273 and HUD-92274). See Chapter 7 and Appendix 7.
5. Preliminary sketch plans, consisting of:
  - a. Site plan.
  - b. Typical unit and building layouts.
  - c. Ground floor and typical floor plans.
  - d. Wall section plan.
6. Photograph(s) of the property and immediate area.
7. Evidence of site control.
8. Location map or maps.
9. Phase I Environmental Site Assessment.
10. Environmental Report.
11. Resumés showing experience of owners/sponsor and key principals.
12. Resumés of Lender's underwriter, appraiser, and/or market analyst if not submitted prior to the pre-application.
13. If Sponsor is nonprofit, Form HUD-3433, "Request for Preliminary Determination as a Nonprofit Sponsor and/or Mortgagor" and supporting documents.
14. If Sponsor is nonprofit, resumé of Housing Consultant, if any, and Form HUD-92531, "Standard Contract for Housing Consultant Services."
15. If state or local grants or loans are anticipated as part of the project, evidence that such funds will be available.
16. If commercial space involved, show estimated percentage of total square feet and estimated total income.
17. If pre-application is under Section 220, evidence that property is in eligible area. (See Chapter 3, section 3.7.)
18. Copy of ground lease, if any.

**B. Additional Exhibits at Pre-Application for Substantial Rehabilitation**

1. “As is” sketch plans in addition to preliminary sketch plans listed in 5, above.
2. Plans for relocation of existing residents affected by work.
3. Financial statements for the property for the past three years.
4. Mortgagor’s architect’s basic work write-up, including summary cost estimates of major trade item groups if a partial (non-gut) rehabilitation.

**II. APPLICATION FOR FIRM COMMITMENT****A. Exhibits Required for Application for Firm Commitment for Sections 220 and 221(d)**

Make any changes necessary in the pre-application exhibits and resubmit any exhibit that is changed. In addition:

1. Application for Multifamily Housing Project (Form HUD-92013) with fee of \$3 per \$100 of mortgage.
2. Transmittal letter.
3. Narrative Summary and Underwriter’s Recommendation.
4. Complete appraisal with attachments (Form HUD-92264).
5. Environmental report if updated from report submitted at pre-application.
6. Certification from Mortgagor’s Architect. (See Chapters 5.5 (B.8) and 5.6.)
7. Report prepared by Lender’s architectural analyst. (See 5.6(B.2).)
8. Cost estimate package (listed in Section 6.2(B.1). For substantial rehabilitation, see supplemental instructions in Section 6.6).
9. Identity of Interest disclosure (see Chapter 6, Sections 6.2 and 6.5F) and the 50-75 percent rule disclosure (see Section 14.15M).
10. Resumés of Lender’s architectural reviewer and cost reviewer, if not submitted prior to the application.
11. Résumé of management agent.
12. Résumé of the general contractor.
13. Intergovernmental review. See HUD Processing Office to determine State Single Point of Contact and whether review is required for state where property is located.
14. Byrd Amendment (Lobbying Certification and disclosure). See 24 CFR Part 87.
15. Form HUD-92013 - Supplement for Sponsor, mortgagor, each principal of the mortgagor and general contractor and disclosure of prior legal action relevant to mortgage financing, outstanding delinquent Federal Debt.
16. List and conditions for supplemental grants or loans.

17. If relevant, tax credit certification.
18. If applicable, grant and/or loan commitment letter.
19. Owner-architect agreement on A1A Form B 181.
20. Form HUD-92457, Surveyors Report.
21. Engineering and specialty reports, if not covered under environmental report.
22. Contract drawings and specifications. (See Appendix 5-L.)
23. Soils report and foundation analysis.
24. Municipal services and other utilities' assurance letters.
25. Off-site improvements (description).
26. Evidence of permissive zoning.
27. Request for verification of deposits (Form HUD-92004-F).
28. Evidence of last arms-length transaction and price.
29. Form 2530, "Previous Participation Certification" for all parties designated on page 1 of Instructions for this Form (see Section 8.3).
30. Personal Financial and Credit Statement, Form HUD-92417 (see Section 8.3).
31. Businesses submit balance sheet and supporting documents (see Chapter 8), criminal certification and credit authorization certification.
32. Verification of social security or employer identification number.
33. Organizational documents creating mortgagor entity, if applicable.
34. Form HUD-9839 Management Certification.
35. Form HUD-9832 Management Entity.
36. Management Plan and Sample Lease.
37. Management Agreement, if any.
38. Affirmative Fair Housing Marketing Plan (Form HUD-9352).
39. Equal Employment Opportunity Certification.
40. HUD-92264A Supplement to Project Analysis.
41. Financing plan (sources and uses statement for tax credit projects).

**B. Additional Exhibits for Substantial Rehabilitation**

1. Detailed scope of rehabilitation work resulting from joint inspection by Lender and mortgagor (see Section 5.16).
2. Lead-based paint reports and asbestos test reports for projects built before 1978.

**New Construction and Substantial Rehabilitation –  
Section 232****4B****I. PRE-APPLICATION****A. Exhibits Required for Pre-application Review of Section 232**

1. Narrative Description of Proposed Project, type of facility proposed, how project will be managed, whether leased or not, and requirements of state for approval. (See Chapter 7.)
2. Form HUD-92013 NHICF.
3. Market Study (with comparables).
4. Comparable revenues and expenses (HUD Forms 92273 and 92274), reimbursement rate fees, and base rate. See Section 7.12 B1.
5. Preliminary sketch plans, consisting of:
  - a. Site plan.
  - b. Typical unit and building layouts, showing patient beds per unit.
  - c. Typical building elevations.
  - d. Wall section plan.
6. Photograph(s) of the property and immediate area.
7. Evidence of site control.
8. Location map or maps.
9. Phase I Environmental Assessment.
10. Environmental Report.
11. Information about the management company which is or will be under contract to lease the facility or under contract to manage the facility and provide services to the residents. If owner-managed, Resumés of owner's management group.
12. Resumés of Lender's underwriter, appraiser, and market analyst, if not submitted prior to pre-application.
13. Resumés showing experience of owner/sponsor and key principals
14. If Sponsor is nonprofit, Form HUD-3433, "Request for Preliminary Determination as a Nonprofit Sponsor and/or Mortgagor."
15. If sponsor is nonprofit, resumé of Housing Consultant, if any, and Form HUD-92531, "Standard Contract for Housing Consultant Services."
16. If State or local grants or loans are anticipated as part of the funding of the project, evidence that such funds will be available.

17. If a nursing home or intermediate care facility, or otherwise required by State law, Form HUD-2576, a Certificate of Need.
18. If commercial space is involved, show estimated total square feet and estimated percentage of total income to be used for commercial purposes.
19. A list of Major Movable Equipment with the estimated cost and estimated remaining life of the equipment.
20. Copy of ground lease, if any.

**B. Additional Exhibits for Substantial Rehabilitation Under Section 232**

1. "As is" sketch plans in addition to preliminary sketch plans listed in 5, above.
2. If the existing building is a health care facility operated by the applicant, the applicant must show that it has the required operating licenses for its existing operation.
3. Current provider agreement with Medical/Medicare if applicable.
4. Mortgagor's Architect's basic work write-up, including summary cost estimates of major trade item groups if the rehabilitation is partial rehabilitation, not gut rehabilitation.
5. Description of how existing residents will be moved and served during the work, or any plans for relocation of existing residents because of sub-rehab work.
6. Financial statements for the property for the past three years.
7. Latest report from the State agency (either a medical or personal care facility agency) on the existing project operation before rehabilitation, if applicable.
8. Audited financial statements on the project income and expenses for past three years.

**II. APPLICATION FOR FIRM COMMITMENT**

**A. Exhibits Required for Application for Firm Commitment for Section 232**

Make any changes necessary in the pre-application exhibits and resubmit any exhibit that is changed. In addition to the pre-application exhibits, submit:

1. Application (Form HUD-92013 NHICF) with fee.
2. Updated list of Major Movable Equipment
3. Transmittal letter.
4. Narrative Summary and Underwriter's Recommendation.
5. Complete appraisal with attachments. Also submit Form HUD-92264 HCF.
6. Environmental report if updated from report submitted at pre-application.
7. Engineering and specialty reports, if not covered in the environmental report.

8. Report prepared by Lender's architectural analyst (see 5.6B.2).
9. Cost estimate package (listed in Section 6.2.B1. For substantial rehabilitation, see Supplemental Instructions in Section 6.6).
10. Identity of Interest disclosure (See Chapter 6, Section 6.2 and 6.5F) and the 50-75 percent rule disclosure (See Section 14.15M).
11. Resumé of Management agent of lessee, if changed from pre-application exhibit.
12. Resumé of the general contractor.
13. Previous Participation Form HUD-2530. "Previous Participation Certification" for all parties designated on page 1 of the instructions for this form.
14. Intergovernmental review. See HUD processing office to determine whether required and address of State Single Point of Contact for state where property is located.
15. Byrd Amendment - (Lobbying certification and disclosure). See 24 CFR Part 87.
16. Form HUD-92013 - Supplement for Sponsor, mortgagor, each principal of the mortgagor and general contractor. Also covers disclosure of prior legal action relevant to mortgage financing and Federal debt.
17. List and conditions for supplemental grants or loans, if any. Grant and/or loan commitment letter if applicable.
18. If applicable to Assisted Living Facility, tax credit certification.
19. Owner-architect agreement on AIA Form B181.
20. Form HUD-92457, Surveyors Report.
21. Contract drawings and specifications (See Appendix 5L).
22. Soils report and foundation analysis.
23. Municipal service's and other utilities' assurance letters.
24. Off-site improvements (description).
25. Evidence of Permissive Zoning.
26. Request for verification of deposits (Form HUD-92004-F).
27. Listing of sponsors, mortgagor, principals, general contractor entities in which they serve as partner, etc. (See Chapter 8.) Include information on provider of services to residents.
28. Personal financial and credit statements (Form HUD-92417).
29. Evidence of last arms-length transaction and price.
30. Agreements authorizing release of financial information.
31. Verification of social security or employer identification number.
32. Organizational documents creating mortgagor entity, if applicable.

33. Completed application for operating license.
34. Form HUD-9832 Management Entity.
35. Management Plan and Sample Lease.
36. Management Agreement, if any.
37. Affirmative Fair Housing Marketing Plan.
38. Equal Employment Opportunity Certification.
39. Proposed operating budget, showing projected income and expense and cash flow projection from date of initial occupancy through sustaining occupancy.
40. Prospective reimbursement rate and Medicare/Medicaid percentage of resident population, private long term care insurance, SSI residents, other Veterans Administration and managed care contracts.
41. Copies of any leases for office equipment, computers, printers, etc.
42. Assurance from State agency requiring license of Nursing Homes and intermediate care facility, that operating standards will be enforced at the facility.
43. For board and care homes, a statement executed by the appropriate state certifying agency that the facility meets or will meet the state's eligibility requirements and is regulated by the state in accordance with Section 1616 (e) of the Social Security Act (Keys Amendment).
44. HUD-92264A - Supplement to Project Analysis

**B. Additional Exhibits Required for Application for Substantial Rehabilitation**

The exhibits required for new construction of a health care facility are applicable to substantial rehabilitation, with the following modifications:

1. Existing certificate of need may be used, unless there is an increase in number of beds or number of persons served.
2. The existing license of the operator (e.g., the tenant) may not need to be revised, but the operator must submit the existing license if there is no major change in the project.
3. If the facility is to remain open during the rehabilitation, the owner must provide a statement covering expected revenues and expenses.
4. Plans for provision of services to existing residents during rehabilitation.
5. Detailed work write-up from joint inspection by Lender and mortgagor (See Section 5.16).
6. Asbestos test reports for projects built before 1978.



**Section 223(f) for Refinance or Purchase of Existing Apartments****4C****A. Exhibits Required for Application for Firm Commitment**

No pre-application exhibits are required, but the Lender is advised to make preliminary inquiries to determine whether or not its reviewers will be acceptable to HUD. The firm application exhibits are:

1. Form HUD-92013 “Application for Multifamily Housing Project” with application fee.
2. Transmittal letter.
3. Narrative Summary and Underwriting Recommendation.
4. Evidence of site control (deed, purchase agreement, option)
5. Form HUD-92264A - Supplement to Project Analysis.
6. Appraisal with supporting documents:
  - a) Rental Housing Income Analysis and Appraisal, Form HUD-92264,
  - b) Estimates Of Market Rent By Comparison Form HUD-92273, and
  - c) Operating Expenses Analysis Worksheet Form HUD-92274.
7. Description of condition of property, list of repairs and improvements made in last two years and their estimated cost.
8. Property Capital Needs Assessment: Physical Inspection Report, detailed list and cost estimates for critical and non-critical repairs and improvements, and estimate for Replacement Reserve Deposits.
9. Plans and specifications for repairs and improvements, if required.
10. Copy of Certificate of Occupancy.
11. Balance sheets and operating statements (see Section 7.7B). Evidence of last arms-length transaction price.
12. Current rent roll.
13. Occupancy history, by quarter, for last three years.
14. If part of the project is devoted to commercial space, copy of lease or leases. Show of total square feet and amount, and percentage of total income used for commercial.
15. A new Phase I Environmental Site Assessment.
16. Evidence of permissive zoning.
17. Environmental report (to include lead-based paint and asbestos if project built in 1978 or earlier).
18. A report from appropriate officials, such as Fire Marshal or building inspector, identifying any code violation of record.
19. If private water supply or private sewage system is in use, report from City/County Health Officer stating that health standards are met.

20. Report on experience of management agent.
21. Current Resumés for the sponsor, and each principal of the sponsor.
22. Form HUD-2530 Previous Participation Certificates.
23. Byrd Amendment (lobbying certification and disclosure). See 24 CFR Part 87.
24. Disclosure of any identity of interest between Sponsor and Lender.
25. Form HUD-92013 – Supplement with information on the Sponsor and Mortgagor entity.
26. If supplemental grants and/or loans are part of project financing, provide commitment letter.
27. If low-income housing tax credits are part of financing, provide copy of certification.
28. Area map showing location.
29. Photographs of building.
30. If property is to be purchased, copy of purchase contract or option.
31. Legal description of property and title report.
32. “As-Built” Survey and Form HUD-2457, Surveyor’s Report.
33. List of principals of Sponsor and mortgagor entity.
34. Certification approving release of banking and credit information.
35. Financial statements and credit reports.
36. Certified statement by mortgagor listing all outstanding obligations on project.
37. Social security number or Employer Identification Number.
38. Management Entity profile (Form HUD-9832).
39. Management Certification (Form HUD-9839).
40. Sample Lease.
41. Management Agreement.
42. Affirmative Fair Housing Marketing Plan.

**Section 232/223(f) for Refinance or Purchase of Healthcare Facilities****4D****A. Exhibits Required for Application for Firm Commitment**

No pre-application review is required, but the lender is advised to make preliminary inquiries at the Hub or Program Office to assure that its review team is acceptable to HUD. Moreover, refinancing or repurchase of health care facilities, unlike refinancing or purchase of an apartment project, requires a market study. If the study does not justify the project, it is unwise for the Lender to proceed.

1. Form HUD-92013.
2. Transmittal letter.
3. Narrative Summary and Underwriting Recommendation.
4. Market Analysis.
5. Appraisal with supporting documents.
6. Property insurance schedule.
7. Property Capital Needs Assessment, Physical Inspection Report, detailed list, and estimates for critical and non-critical repairs and improvements and estimates for Replacement Reserve Deposits. A report from appropriate officials such as Fire Marshal, state Health Department, or HCFA identifying any violations of physical building requirements or life safety codes.
8. Plans and specifications for repairs and improvements.
9. Most recent audited financial statements.
10. Census report: information about occupants (not names), type of room, type of payment, rate per day, vacancies.
11. Occupancy history, by quarter, for last three years.
12. Current provider agreement for Medicare and Medicaid, if any, including current effective reimbursement rates and number of beds certified.
13. If part of the project is devoted to commercial space, copy of lease or leases. Show percentage of total square feet and percentage of total income used for commercial.
14. A new Phase I Environmental Site Assessment.
15. Environmental report to include report on lead-based paint and asbestos if project built in 1978 or earlier.
16. If private water supply or private sewage system is in use, report from the city/county health office stating that health standards are met.

17. Report on experience of management agent, or of company leasing property from the sponsor.
18. Current resumés for the sponsor and each principal of the sponsor.
19. Form HUD-2530 Previous Participation Certificates.
20. Byrd Amendment (See 24 CFR Part 87).
21. Disclosure of any identity of interest between Sponsor and Lender.
22. Supplemental Form HUD-92013 with information on the Sponsor and Mortgagor entity.
23. If supplemental grants and/or loans are part of project financing, provide commitment letter.
24. If low-income housing tax credits are part of financing (assisted living facility), provide copy of certification.
25. Area map showing location.
26. Photographs of building.
27. If property is to be purchased, copy of purchase contract or option.
28. Legal description of property.
29. "As built" survey, Form HUD-2457 (HUD Survey Instructions and Report).
30. List of principals of Sponsor and mortgagor entity.
31. Certification approving release of banking and credit information. Form HUD-92004, "Request for Verification of Deposit."
32. Financial statements and credit reports.
33. Certified statement by mortgagor listing all outstanding obligations on project.
34. Social security number or Employer Identification Number for the operator of the facility.
35. Management Entity profile (Form HUD-9832).
36. Management Certification (Form HUD-9839).
37. Sample Lease.
38. Management Agreement.
39. Affirmative Fair Housing Marketing Plan.
40. Proposed operating budget with projected income and expense and cash flow projection.
41. Prospective reimbursement rate and Medicare/Medicaid percentage of resident.
42. Population, private long-term care insurance, SSI residents, other Veterans Administration and managed care contracts.
43. List of major movable equipment.

- 44. List of leases of office equipment, such as computers, printers.
- 45. Evidence of license required for the facility.
- 46. Evidence of license required for the service provider, whether a management firm or a lessee which is managing the facility.
- 47. Operating history of health care facility for past three years. Operating history to include reimbursement rate, percentage of Medicare/ Medicaid population, etc.
- 48. If Sponsor is a Nonprofit, submit Form HUD-3433 "Eligibility as a Nonprofit" including:
  - a. Sponsor's charter and by-laws.
  - b. Written authorization by directors of sponsor stating that sponsor has authority to enter into agreement for financing of project.
  - c. Copy of current ruling from IRS on Sponsor's tax-exempt status.
  - d. Resume of housing consultant, if any, and Form HUD-92531, "Standard Contract for Housing Consultant Services."